



DEPARTMENT OF THE ARMY
HEADQUARTER, CALIFORNIA ARMY NATIONAL GUARD
9300 GOETHE ROAD - P.O. BOX 269101
SACRAMENTO, CALIFORNIA 95826 - 9101

CAAD-CCWO

22 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Chief Warrant Officer Five Position Vacancy Announcement (04-04)

1. The Commander, California Army National Guard (CAARNG) invites the nomination of highly qualified Chiefs Warrant Officer Four to be considered for the W5-graded position of Military Personnel Technician, MOS 420A, Military Personnel Directorate, JFHQ, CAARNG.
2. The warrant officer selected will be assigned to the designated unit in an M-day, Excepted Technician, Active Guard/Reserve (AGR) or State Active Duty (SAD) status.
3. This announcement will remain open until 22 August 2004.
4. A brief description of duties includes but is not limited to: Manages the personnel readiness management system, the personnel information management system, personnel accounting and strength reporting system, personnel replacement system, military personnel evaluations system, the officer and general officer promotion systems, the identification documents control and issuance function, the officer appointment, selective retention, transfer and separation programs, the Senior Service School application process, the State Officer Candidate School Commissioning program, processing of miscellaneous soldier generated personnel actions, and performs general personnel staff officer duties within the Military Personnel Directorate, JFHQ, CAARNG.
5. Prerequisites:
 - a. Grade: CW4
 - b. MOS: 420A
 - c. Military Education: Warrant Officer Staff Course or equivalent.
 - d. Civilian Education: Minimum of two years of college or more is preferred but not required.
 - e. Must possess comprehensive knowledge of ARNG organization, training, personnel, and administration. Must demonstrate excellent written and oral communication, and interpersonal skills.

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f. Must have completed the minimum years of promotion service as indicated in Table 7-1, NGR 600-101.

6. Application procedures. Applicants have the option of providing a "Letter to the President of the Board". The purpose of the letter is to provide information that is not fully reflected in the written record but is pertinent in the evaluation the applicant's qualifications. This may include (1) explanations for gaps between OERs or missing OERS, (2) missed APFTs, (3) explanation for successive temporary physical profiles without a return to duty or a permanent physical profile, (4) efforts taken for continuing military or civilian education, (5) participation in organizations or activities that enhance or promote the Warrant Officer Corps and/or the ARNG. The format is the same as a standard military memorandum and should be the top document in the application package. **Tabbed (either number or letter) below the memorandum will be the following:**

a. **TAB A:** Copies of DA Form 705 for last three APFTs. DA Form 5500R or DA Form 5501R, if required, must be current within 30 days of the application. If APFTs were not taken due to temporary or permanent physical profiles, enclose copies of profiles.

b. **TAB B:** Current Biographical Summary

c. **TAB C:** DA Form 2-1

d. **TAB D:** Copy of service school Academic Evaluation Report (DA Form 1059) for Warrant Officer Staff Course or equivalent.

e. **TAB E:** Copies of college/university diplomas or college transcripts.

f. **TAB F:** Title 32/AGR and M-day: Letter of Recommendation signed by Unit Commander.

g. **TAB G:** Copies of OERs covering the preceding five years. All OERs must have been processed through channels to the Personnel Services Center.

h. **TAB H:** Memorandum from state Military Personnel Officer (MILPO) verifying level of security clearance, type of investigation and date completed, and agency granting current clearance.

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i. **TAB I:** Copies of the Physical Examination (SF 88 and SF 93 or DD Form 2808 or DD Form 2807-1, as appropriate). Title 32/M-day physical examination must be within two years of application. If the exam is more than 24 months old, a current DA Form 7349, Annual Medical Certificate (AMC), is required.

j. **TAB J:** Three-quarter-length photograph in Class A uniform made within the previous 12 months ("official" military photograph is not required).

7. Conditions of application:

- a. The Adjutant General is the final approving authority.
- b. Applicants will not make plans to transfer to the W5 position until the Officer Personnel Management Office formally notifies his/her Commander.
- c. All applications will be screened for accuracy by their Senior Headquarters and will be forwarded to the State Command Chief Warrant Officer, OTAG 9800 Goethe Road, Sacramento, California 95821-9101. **All applications packets must be received at CAAD-CCWO (Box 14) no later than 22 August 2004.**

8. Evaluation Procedures:

a. The Adjutant General will convene an advisory panel consisting of a Colonel/06 (President/voting member) and four CW5s (voting members) or a combination of CW5's and commissioned officers to include an officer of like gender and Branch to evaluate the applications using the following criteria:

- (1) Military bearing and physical fitness
- (2) Military education and professional training
- (3) Civilian education and professional training
- (4) Record of performance
- (5) Assignment history and professional development
- (6) Overall professional potential

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b. The State Command Chief Warrant Officer will present the panel's recommendations to the Executive Personnel Council (EPC) and which will serve as an advisory tool in making a final selection.

9. Recommendations:

a. All applicants use the panel's evaluation criteria as a guide when preparing their applications. All documentation should be as up-to-date as possible.

b. An applicant's OERs are a critical component in the evaluation process and a special effort should be made to ensure the record is complete and correct as outlined in paragraph g.

c. Participation in the APFT is also a critical area and anything other than full participation requires a complete explanation. Applicants complying with the APFT requirements within the limits of temporary or permanent physical profiles will be given full credit for APFT participation as long as the appropriate documentation is forwarded with the application.

10. The point of contact is CW5 Brian L. Peterson, the State Command Chief Warrant Officer, DSN 466-3505/COMM 916-854-3505.

FOR THE ADJUTANT GENERAL:



BRIAN L. PETERSON
CW5, JA
State Command Chief Warrant Officer

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